

California Multiple Award Schedules (CMAS)



Frequently Asked Questions (FAQ's)

By Agencies

- 1. How do agencies find a CMAS contract/contractor for the product and/or service they want to buy?**

There is a CMAS search engine on our web page that enables searching for a CMAS contract/contractor. Go to www.dgs.ca.gov/pd/programs/leveraged/cmas.aspx, then select the "Find a CMAS Contract" link. In step one of the CMAS basic search, select the "view products/services" link to access a listing of search criteria, then follow the directions on the site.

 - 2. How do I obtain a copy of a CMAS contract?**

CMAS contractors are contractually required to provide complete copies of their CMAS contracts upon request. Contact the CMAS contractor to receive a copy of their contract.

 - 3. How can I verify if the CMAS contractor gave me the current CMAS price or lower?**

The maximum CMAS pricing is the same as the federal GSA price, which can be found on the GSA website. Go to: www.gsaelibrary.gsa.gov and enter the base GSA contract number in the search window. Then continue to look for the GSA contract until you get to the Contractor Information page. Then click on the word *Advantage!* in red. Then search for the price of the part you want.

 - 4. How do I amend a CMAS purchase order?**

The processes for amending CMAS Purchase Orders are detailed in the State Contracting Manual (SCM), Volume 2, Chapter 6, for non-IT orders; and in the SCM, Volume 3, Chapter 6, for IT orders. The SCM can be accessed at: www.pd.dgs.ca.gov, under the "Resources" link on the left.

 - 5. Can a CMAS contractor provide products or services after the CMAS contract expires?**

The Purchase Order can direct that products and/or services will be provided after the CMAS contract expires, but only if the CMAS order is issued prior to the expiration of the CMAS contract. No new orders can be placed against an expired CMAS contract, and existing orders cannot be modified after the CMAS contract expires.

 - 6. Can resellers on a CMAS contract be used to meet the requirement to solicit 3 suppliers?**

Yes.
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California Multiple Award Schedules (CMAS), Continued

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7. **Why are CMAS contracts not available via the internet like other Leveraged Procurement Agreements (LPAs)?** Procurement Division (PD) does not have the capacity to provide over 1,600 CMAS contracts on the internet at this time. PD is currently looking at other methods to provide these contracts electronically but these options will not be available for some time.
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8. **If the CMAS contractor is required to pay DGS the 1% incentive fee for local agency CMAS sales, will the local agency still be billed the DGS administrative fee?** No
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9. **If the CMAS contractor is a California certified small business, and they accept a CMAS purchase order from a local government agency, is the 1% incentive fee waived?** Yes
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10. **Can the contractor charge local government agencies an additional 1% line item fee above the GSA prices on their CMAS contract to cover the incentive fee they must pay to DGS?** No. The contractor must include the 1% incentive fee in the price of the products or services offered, and the line item prices must not exceed the applicable GSA prices.
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11. **How do State Agencies find the current DGS administrative fee applicable to CMAS orders placed with large businesses?** The current administrative fees can be accessed in the DGS Price Book at: www.dgs.ca.gov/ofs/resources/pricebook.aspx. This fee is waived for State CMAS purchase orders issued to California certified small businesses.
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